

**MAIL PROCESSOR**  
**MAIL CARRIER**  
**SENIOR MAIL CARRIER**

**Class No. 3060**  
**Class No. 3061**  
**Class No. 3062**

**DEFINITION:**

To collect, sort, process and deliver county departmental mail and U.S. Mail; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

Operates specialized machines and computer programs to process mail, and deliver mail to county collection boxes, the U.S. Post Office and various county mail stations. Positions in these classes are generally found in the Mail Services unit of the Department of General Services. This class series is distinguished from Delivery Vehicle Driver, in that the latter operates trucks and other equipment that requires a Class B California Driver's license, and is responsible for loading and unloading vehicles in the delivery of a wide variety of materials such as food, equipment and furniture.

**Mail Processor:**

This is the entry-level class in this class series. Under direct supervision, this class is responsible for operating mail inserting, sorting, metering, and related machines to collect, sort, process, and occasionally deliver mail. Incumbents in this class typically perform the internal processing functions within the mail center. However, they also act as relief driver for Mail Carriers on delivery routes.

**Mail Carrier:**

This is the journey-level class in this class series. Under general supervision, this class drives vans, cars and small trucks throughout the county to pick-up, transfer and deliver mail to county collection boxes, the U.S. Post Office and various county mail stations. Occasionally, incumbents in this class operate automated mail sorting and processing machines within the mail center.

**Senior Mail Carrier:**

This is the lead-level in the class series. Under general supervision, this class provides technical guidance and training to Mail Processors and Mail Carriers and may supervise subordinate workers on a shift. This class differs from the next higher class, Mail Systems Specialist, in that the latter is a first-line supervisor responsible for the direction of multiple shifts in the county's centralized mail system unit located in General Services.

**EXAMPLES OF DUTIES:**

**Mail Processor:**

Collects, sorts, processes and delivers county mail and U.S. Mail to county departments or offices; provides information to county offices regarding postal rates and schedules; may process and/or carry county warrants; seals and meters mail through machine; operates inserting, sorting, folding, metering, and other mail processing machines; operates

003060 – MAIL PROCESSOR

1 of 4

003061 – MAIL CARRIER

003062 – SENIOR MAIL CARRIER

computerized barcode/sorter mail equipment; assesses and meters mail with varying U.S. Postal rates and classification requirements; keeps records of mileage; sorts internal mail by department and U.S. mail by zip code; processes and keeps records of certified and registered mail for department; performs related clerical work within mail center; and may act as relief driver for Mail Carriers on delivery routes.

**Mail Carrier:**

Drives vans, cars and small trucks throughout the county to pick-up, transfer and deliver mail to county collection boxes, the U.S. Post Office and various county mail stations; carries mail on specifically assigned route(s); drives a county vehicle from collection points to mail room on a regular schedule and to the U.S. Post Office for large mailings; uses specialized machines and software programs to sort and process mail within the mail center when necessary; maintains the security of blank warrants issued by the Auditor and Controller, or for carrying medical supplies and/or medical test samples for the Health and Human Services Agency.

**Senior Mail Carrier:**

In addition to occasionally performing the duties listed above: provides technical guidance and training to subordinate class members; coordinates, evaluates, assigns and monitors the work of subordinate workers on an assigned shift.

**MINIMUM QUALIFICATIONS:**

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Mail Processor  
II = Mail Carrier  
III = Senior Mail Carrier

**Knowledge of:**

<b><u>I</u></b>	<b><u>II</u></b>	<b><u>III</u></b>	
T	T	T	General office practices that pertain to mail center service.
T	T	T	Effective customer service techniques.
T	T	T	Operation of mail center sorting and processing machines and software programs.
G	T	T	California motor vehicle code and safe driving practices.
G	T	T	Rules of safe vehicle operation.
G	T	T	Map reading techniques.
G	G	T	U.S. Postal Service mailing regulations and rates.
G	G	G	Mail sorting techniques.
--	G	G	Methods of planning, scheduling, and assigning work.
--	G	G	Principles and theory of effective training and supervision.

**Skills and Abilities to:**

**The following skills and abilities apply to all classes:**

- Safely operate motor vehicles.

003060 – MAIL PROCESSOR

2 of 4

003061 – MAIL CARRIER

003062 – SENIOR MAIL CARRIER

- Weigh, sort, and meter mail, including processing of certified and registered mail.
- Operate, maintain, and make minor repair of mail metering, letter opening, and folding machines.
- Operate specialized mail sorting software programs.
- Communicate effectively in oral and written form.
- Maintain accurate work records and logs.
- Meet established deadlines for mail collection and delivery.
- Work with minimum supervision.

**Senior Mail Carrier (in addition to the above):**

- Provide technical guidance and training to subordinate Mail Processors, Mail Carriers and mailroom clerical workers.
- Train, coordinate, evaluate, monitor and supervise subordinates on a shift.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience, which would likely demonstrate the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

**Mail Processor:**

Six (6) months full-time experience sorting, processing, and delivering inter-office and/or U.S. Mail. This experience must have included operation of mail processing equipment.

**Mail Carrier:**

Six (6) months of full-time experience driving a commercial delivery vehicle; AND,

1. Six (6) months of full-time experience as a Mail Processor in the County of San Diego; OR,
2. One (1) year, full-time experience sorting, processing and delivering inter-office and U.S. mail. This experience must have included operation of mail processing equipment.

**Senior Mail Carrier:**

1. Two (2) years of full-time experience as a Mail Carrier in the County of San Diego; OR,
2. Three (3) years of full time-time experience sorting, processing, and delivering inter-office and U.S. mail. This experience must have included operation of mail processing equipment.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

This class requires possession of a valid California Class C driver's license, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

**Working Conditions:**

Drives in all weather conditions throughout the county. Some positions work a second shift or hours between 5:00 p.m. and 11:00 p.m.

**Physical Requirements:**

Incumbents use physical strength and agility on a continual basis, including lifting objects frequently weighing up to 50 pounds, and occasionally weighing up to 70 pounds. May involve continuous exposure to noise.

**Background Investigation:**

Must have a reputation for honesty and trustworthiness. Prior to appointment, candidates will be subject to a thorough background check due to the sensitive nature of the materials that are handled. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on number, severity, and recency.

**Probationary Period:**

Senior Mail Carrier: Incumbents appointed to permanent positions in this class shall serve a probationary period of one (1) year (Civil Service Rule 4.2.5).